

Request to Deactivate KCJIS Workstations

Agency Name _____ Date: _____

ORI Number: _____ Desired date for KCJIS node(s) to be **Deactivated**: _____

List the KCJIS mnemonics separately for the workstations you are requesting to be deactivated:

KCJIS Mnemonic	What software is used by this terminal to access KCJIS?	Date range to be inactive. or "Permanent"	If leaving Criminal Justice service, what method will be used to sanitize the hard drive/memory?
	<input type="checkbox"/> KCJIS provided OpenFox <input type="checkbox"/> Agency's own Software <input type="checkbox"/> Software from other Agency		
	<input type="checkbox"/> KCJIS provided OpenFox <input type="checkbox"/> Agency's own Software <input type="checkbox"/> Software from other Agency		
	<input type="checkbox"/> KCJIS provided OpenFox <input type="checkbox"/> Agency's own Software <input type="checkbox"/> Software from other Agency		
	<input type="checkbox"/> KCJIS provided OpenFox <input type="checkbox"/> Agency's own Software <input type="checkbox"/> Software from other Agency		
	<input type="checkbox"/> KCJIS provided OpenFox <input type="checkbox"/> Agency's own Software <input type="checkbox"/> Software from other Agency		
	<input type="checkbox"/> KCJIS provided OpenFox <input type="checkbox"/> Agency's own Software <input type="checkbox"/> Software from other Agency		

Are these ALL of your agency's KCJIS capable workstations? _____ YES _____ NO

If yes, what agency will access KCJIS on your agency's behalf? _____

Printed Name of the Person Making the Request: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

Printed Name of the Agency TAC: _____ Phone No.: _____

E-mail Address: _____

Printed Name of the Agency LASO: _____ Phone No.: _____

E-mail Address: _____

TAC or LASO Signature